

# CLOPTON PARISH COUNCIL

**Minutes** of the Parish Council Meeting held at Clopton Village Hall  
On Thursday 21<sup>st</sup> March 2024 at 7.30 pm.

<p><b>Present:</b>          Cllr Raffell (Elected Chair)          Cllr Ashard, Cllr Tiley-Nunn,          Cllr Bright, Cllr Gittoes, Cllr Lye</p>	<p><b>In Attendance:</b>          Clerk, D Gooch          + 4 residents</p>	<p><b>Apologies</b>          CC Bryce, DC Clery, Cllr Pitt.</p>
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<p><b>CPC 018/24 Chairmans Welcome</b>  Cllr Raffell gave notice of his intention to resign as Chair at the Annual Parish Council meeting, although he would be willing to remain as a councillor.  Cllr Raffell welcomed everyone to the meeting.</p>	
<p><b>CPC 019/24 Public Forum/Open Session</b>  <b>Public Forum</b>  i) Shop Road update: A resident said that the road (and adjacent ditch) was a mess despite Suffolk Highways repairing some, but not all, of the potholes. 3 vehicles (including 2 ‘traffic management’) had attended with 6 workmen.  Clerk noted CC Bryce’s report which said that Highways were trialling a new ‘Dragon Patcher’ which could repair more potholes quicker with fewer people.  Cllr Raffell encouraged residents to use SC’s online tool to report potholes.  ii) The PC discussed the various roadworks affecting the village, and the impact of traffic lights and diversions. Cllr Raffell said that legal requirements meant that diversions on the B class roads could only use other B class roads hence Drabbs Lane could not be used although it was much more suitable than alternatives.  It was noted that the 3-way traffic lights at the B1078/B1079 junction towards Otley (where the side of the road was breaking up) were unnecessary, and that traffic flowed much better when they were removed when the road was flooded.  iii) A resident said that ‘Playground’ signs were now in place on the B1078 yet children have to cross a national speed limit road to access the playground – perhaps it was time for Suffolk Police to do a speed check, although they were unlikely to take any action unless vehicles exceeded the speed limit, and/or a serious incident occurred.  The PC agreed to write to Suffolk Highways to highlight the various issues with the roads in the village (noting that Dr Dan Poulter MP has little influence over Suffolk Highways).  iv) Jenny Schurr, Churchwarden, Church of St.Mary the Virgin, Clopton proposed an after school club for school children hosted in the Village Hall, adding that if a piano/keyboard was available it might encourage children for the church choir.  The PC agreed the afternoon club was worth pursuing, and Cllr Lye volunteered to help coordinate this, with Clerk looking at possible grants available for funding.  <b>County and District Councillor’s Reports</b>  See: <a href="#">CC Bryce’s February 2024 report</a>, and <a href="#">DC Clery’s February 2024 report</a></p>	<p><b>Clerk/Chair</b></p> <p><b>Clerk, Cllr Lye + Churchwarden</b></p>
<p><b>CPC 020/24 Apologies</b>  CC Bryce, DC Clery, and Councillor Pitt had sent their apologies.</p>	
<p><b>CPC 021/24 Declaration of Interests/Dispensation Applications Received</b>  There were no declarations of interest and no dispensation applications to consider in relation to this agenda.</p>	
<p><b>CPC 022/24 Minutes</b>  The minutes of the meeting of the Council, Thursday 18<sup>th</sup> January 2024 were approved.  Proposer Cllr. Gittoes, Seconder Cllr. Bright.</p>	

<p><b>CPC 023/24 Matters arising from the minutes</b> The Grants and Charitable Donations Policy had now been published and available on the web site.</p>	
<p><b>CPC 024/24 Finance</b> <b>Financial Report –</b> The balances at the bank on 12<sup>th</sup> March 2024 were:  Parish Council Community account                      £3238.83  The Bomber savings account                                £ 184.28  The Premium savings account                               £1745.09  Yorkshire BS Savings account                              £5205.06 (@ 31st March 2023)</p> <p>I/C payments: Bank Interest: £6.50 Bus Prem a/c, £0.69 Bomber Gp a/c</p> <p><b>Authorisation of payments –</b> Payments totalling £1794.50 approved during this meeting were:  Clerks salary Feb/Mar                                        £ 423.30  Clerks expenses Feb/Mar                                    £ 25.00  HMRC P30 Q4    £ 246.20  Community Partnership Fund return                    £1100.00*  (* This item was added after the Financial report was prepared and checked.  Cllr Raffell said that this grant had to be returned as Suffolk Highways had paid the cost for the light rumble strips, road SLOW signs, and signage on the B1078 near Shop Road/Manor Road (Clopton PC / Road Safety Improvements - KM-OP2223-12 refers.)</p> <p>Proposer Cllr Lye, Seconder Cllr. Gittoes (Finance reports and payments approval).</p> <p><b>Bank reconciliation check –</b> The bank reconciliation (to 12<sup>th</sup> March) and supporting bank statements had been checked by Cllr Pitt prior to the meeting. This was approved by the PC.</p> <p><b>SALC subscription 24/25</b> The PC noted that SALC and NALC membership subscription fee will increase by 3% from 1st April for the period 2024/25 (£187.72 in 23/24 to £193.35, cf. £200 budget).</p> <p><b>W.J.Steel and Poor's Charites (No: 211366)</b> The nominative trustee, Susan Christensen, appointed by Clopton PC had provided this update following a recent meeting of the Clopton Charities' trustees: To 31/12/2023: Expenditure £52.01 for 2, Christmas food parcels, and the trustees are not aware of any other elderly housebound residents who might like to receive a parcel (2022, £58.41); Bank Balance/Total Funds available £225.90 (2022, £277.91). The Charity's fund is now very small, and there have been no applications for assistance from it for many years. Its original purpose is therefore no longer relevant, and it was decided that steps should be taken to close the Charity. The Charity Commission requires that, on closure, the remaining funds be transferred to another charity or Community Foundation with compatible objectives. The Suffolk Giving Fund, administered by the Suffolk Community Foundation, was felt to meet these criteria. It gives grants of up to £2000 to charity, voluntary and community groups that are addressing needs within Suffolk. If no objections are raised, it was decided to transfer the remaining fund of £225.90 to this body, and close the Charity. <b>This was approved by the PC.</b></p>	<p><b>Clerk to progress payments</b></p> <p><b>Clerk to progress</b></p>
<p><b>CPC 025/24 Planning Matters</b> <b>To receive planning decisions</b></p> <ul style="list-style-type: none"> <li><b>i) DC/23/3902/DRC:</b> Discharge of conditions 8, 9 &amp; 12 of DC/19/3497/FUL (Erection of business units) - Locations of Fire hydrants, External lighting &amp; Air conditioning units submitted. - Clopton Commercial Park, Debach Airfield, Clopton, Suffolk, IP13 6QT</li> </ul>	

**Application Permitted** by East Suffolk Council. (Clerk didn't receive notification of this, hence assume it was covered by DC/19/3497/FUL.)  
**ii) DC/24/0067/VOC:** Variation of Condition No 2 of DC/23/2706/VOC - Erection of business unit with storage yard - Proposed building to be moved 10.8m to the south, to improve vehicle circulation between units 19 and 20. We wish to vary the existing condition to replace the following drawing: CCP20-03-Site Plan - Clopton Commercial Park Debach Airfield Clopton Woodbridge, IP13 6QT. **Application Permitted** by East Suffolk Council. CPC had no objection. (See also (i) below.)

#### **To consider planning applications**

**i) DC/24/0067/VOC:** See also above (ii)

Clopton PC have no objection to this Variation of Condition No 2 as there is nothing controversial with the variance to replace the CCP20-03-Site Plan drawing to move the building 10.8m to the south to improve vehicle circulation between units 19 and 20.

**ii) DC/23/4374/FUL:** Moat Hall

"Part demolition of barn and works to make good. Moat Hall, Martins Lane, Clopton, Woodbridge, Suffolk IP13 6QX." This is where ESC told the owners they needed to submit a new application to cover work already undertaken but without permission, plus the works necessary to stabilise and retain the building which will no longer be converted for use as a dwelling, but retained for ancillary storage. Consultation letter expiry date: 06 March 2024. CPC noted the contents of the planning application, but had no further comment.

#### **Planning Applications received after the agenda was produced**

None.

#### **Other planning matters**

**i) DC/23/3662/P3Q - query re Prior Approval granted (Martins Lane)**

The PC had requested confirmation that the visibility splay requirements at the junction where vehicles need to join the B1078 had been considered, and received the following response:

"The junction at the end has been taken into consideration and investigated, the visibility in both directions is clear no immediate bends and collision data didn't show anything in the last 5 years therefore I would have no reason to hold an objection on the application due to this.

Connie Elliott, Transport Planning Engineer, Growth, Highways and Infrastructure. Clerk had responded with photos of the junction and details to show that the visibility splay can't be met in respect of the ability to clearly see traffic approaching from both directions at a junction, but no further reply had been received. The PC expressed general discontent with the process and rationale for decisions, and engagement with PCs.

**ii) The PC noted the availability of an [ESC Planning Delivery Dashboard](#)**

**iii) ESC 'Planning Committee Member Call-In' process**

A further route for Planning Applications to be determined by the Planning Committees: "In simplest terms, this will further enhance the influence of your contributions to planning decision making, but it doesn't change anything which Town and Parishes are expected to do in the planning application process. You will receive a copy of the 'Call-in' email at a later stage in the application process, if an application is to proceed to Planning Committee. We still strongly encourage Town and Parish Council attendance at Planning Committee if it has reached that route of determination." This was noted by the PC.

**iv) ESC Planning Policy Team Local Development Scheme and Waveney Local Plan 5 year Review Assessment updates**

[Local Development Scheme](#) and [Waveney Local Plan 5 year review](#)

**Clerk to check if this includes anything re the**

This was noted by the PC.	<b>commercial park.</b>
<b>CPC 026/24 Governance Emergency Plan</b> Cllr Raffell had updated the plan, and hoped to complete it after resolving how people could submit forms on the website.	<b>Clerk to see how to submit completed forms on the website.</b>
<b>CPC 027/24 Traffic and Road Safety issues</b> i) Road Safety Improvements on the B1078 in Clopton: completion of the road safety signage work, with the yellow strips away from nearby houses. Cllr Raffell has thanked CC Bryce and Josh White Suffolk Highways, on behalf of the Parish Council (email 08 March). ii) B1078/B1079 Potash Corner road safety Request from Peter Willett (14 <sup>th</sup> February) to investigate the possibility of road safety signage for this junction. Clerk read out Peter's email with his concerns re crossing this junction several times a day in all weather and light conditions, with multiple roads meeting there with no speed limit. The junction is 30 metres wide and takes 9-10 seconds to complete a crossing, with drivers seemingly unaware of the Highway Code, often abusing pedestrians and leaving them stranded in traffic trying to cross. Peter asked if the PC would consider funding a sign (that would be erected on his property) to warn motorists of pedestrians crossing the road. The PC agreed that unfortunately they wouldn't be able to do this, but would approach Suffolk Highways. iii) Libby Wilson-Smith requested that the road sign at the bottom of Birds Hill to be reset, at the same time adding Not Suitable for HGV signs that are legible from the 3 directions - Otley, Grundisburgh and Market Hill. At the moment it is so poor it is not visible properly from any direction She also asked if an application for "Quiet Lane" be made, as a regular horse riding and dog walking route on single track roads it is more than appropriate and could potentially make a difference. Clerk note: "The designation of a Quiet Lane seeks to maintain the existing tranquillity of a suitable rural road and encourage the use of it through active and sustainable means such as walking, cycling, and horse riding". Concerns were also raised re the water main bursting at Potash Corner so many times, last summer was 5 times and the traffic was seriously dangerous, backing up in both directions, requesting signage to close Birds Hill, Manor Road and Snipe Farm off, or at least redirect down Drabbs Lane but the best they can offer is "Unsuitable Diversion Route" which the world ignores and they usual fail to place anyway. As noted in CPC 019/24 legal requirements mean that diversions on the B class roads could only use B class roads hence Drabbs Lane could not be used although it was much more suitable than alternatives. However the PC would explore the proposal for Birds Hill to be assigned a quiet lane.	<b>Clerk to query Suffolk Highways re Birds Hill signed as a Quiet Lane.</b>
<b>CPC 028/24 Village Hall (VH)</b> John Dawson said the committee were still looking for grant aid for the VH heating system. The Community Action Suffolk (CAS) contact was very helpful but the application for the initial energy survey (via <a href="#">Groundwork</a> ) was turned down because organisations that help disadvantaged people were prioritised. The CAS contact also said that requests to ESC for funding are also assessed to favour Village Halls that deliver services for disadvantaged people, although John was still planning to submit an application.	
<b>CPC 029/24 First Responders for Clopton and Otley</b> Cllr. Bright said that 2 more people had joined, hence the group now had 8 people. The First Responders received a lot of calls recently, following a fairly quiet period.	<b>Clerk to contact Community</b>

<p>Fundraising activities were being held at Otley and Ashbocking's fetes. To progress training for people to use Clopton's defibrillator, dates and numbers of people were needed, and a trainer with access to defibrillator training kit. Cllr Lye will progress dates and number of people via Clopton's Facebook page.</p>	<p><b>Heartbeat Trust re availability of training kit.</b></p>
<p><b>CPC 030/24 D-Day 80<sup>th</sup> Anniversary event for 6<sup>th</sup> June 2024</b> The PC discussed that the Village Hall was in use while there was no event on the airfield. With few volunteers/resources the PC agreed to support the flower festival in Clopton Church as an alternative.</p>	
<p><b>CPC 031/24 Clerk's Report on Urgent Decisions since the last meeting</b> Clerk said that the Charitable Donations Policy had been updated as the Department for Levelling Up, Housing and Communities (DLUHC) advised that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2023-24 is £9.93 per elector, and for 2024-25 is £10.81 (as listed in the electoral role on 1st January before the commencement of the financial year).</p>	
<p><b>CPC 032/24 Officer's and Representative's Reports</b> None. <b>Upcoming events/meetings:</b> i) "Bringing Ideas to Life" the East Suffolk Community Partnership Annual Forum, 22nd March 2024 at the Trinity Park Conference Centre (for Town &amp; Parish Chairs) ii) Sizewell C Forum, 7-9pm, Tuesday 9th April 2024, Trinity Park Felixstowe Road, Ipswich IP3 8UH Sizewell C's first Community Forum. <a href="#">RSVP here.</a> Deadline for pre-submitted questions (max 2) to info@sizewellc.com is noon Tuesday 26 March 2024. Cllr Raffell mentioned that Sizewell may consider funding road safety in Clopton as the B1079 was an agreed route to the development.</p>	
<p><b>CPC 033/24 Correspondence</b> i) <b>Review of <a href="#">Street Trading Policy</a></b> Generally there aren't street trading issues in a village location but there's no blanket ban hence ESC are welcoming suggestions for individual streets to be prohibited. The consultation is open until 17 March 2024, now extended to 17 May (distributed to Councillors 30 January 2024). Parish councils are requested to consider streets they would like to be prohibited and give full reasons for any suggestions. We envisage, that there will not be a blanket ban in towns and villages (in the current policy, there are just a handful of streets in particular towns that are prohibited). This was noted by the PC. ii) <b>Community Emergency Volunteers - Rest Centre Training</b> 22 February AM and mirrored PM sessions @ East Suffolk House, Melton (distributed to Councillors 30 January 2024). No councillors were able to attend. iii) <b>Play Equipment</b> Clerk asked if there was any interest in new play equipment as there was potential funding available. The PC hadn't received any requests from residents, so probably not. John Dawson said he wasn't sure if the Village Hall committee just managed the hall or if this included the play area. iv) <b>Suffolk County Council's Devolution Deal</b> What Suffolk's in principle deal with Government could mean for the county. The PC noted that people can have their say here: <a href="https://www.suffolk.gov.uk/council-and-democracy/devolution">https://www.suffolk.gov.uk/council-and-democracy/devolution</a> v) <b><a href="#">Active travel schemes in Woodbridge</a></b> SCC has secured more than £5million of Active Travel England funding to make Woodbridge's streets safer, better-connected and more people-friendly.</p>	

<p>Distributed via Clopton News. The public consultation is from 13 February to 9 April 2024.</p> <p><b>vi) Suffolk County Council's Local Transport Plan Consultation</b> The <a href="#">consultation page and survey</a> on the latest update of the Local Transport Plan is open until 8th April.</p> <p><b>vii) Bringing back nature - Biodiversity net gain for councils</b> Wednesday 24th April 12.30 pm - 1.30 pm. This free online event presented by Brecks Fen Edge and Rivers Landscape Partnership Scheme (BFER) and project partner Suffolk Wildlife Trust, noting that the Environment Act places a duty on councils to 'conserve and enhance' the natural world. Clerk said he can book anyone interested via SALC Portal.</p> <p><b>viii) Sizewell C update</b> The February project update including construction, fora, and HGV movements and notifications had been circulated to councillors.</p> <p><b>ix) Environmental Impact Assessment Scoping for the LionLink Multipurpose Interconnector Project.</b> This is not a consultation about the principle of the development, or a consultation regarding alternatives to it. Therefore, it should not be used to make representations on those matters. Parish and Town Councils can play a significant role, by identifying local environmental and socio-economic sensitivities and risks which the applicant needs to consider. It is also an opportunity to suggest approaches to the avoidance of harm, and mitigation measures, that respond effectively to local sensitivities and issues. The Scoping Report and appendices can be found <a href="#">here</a>. Responses, from the relevant Parish Councils, to the Planning Inspectorate regarding the Scoping Report should be clearly identified as such, and sent by email to <a href="mailto:lionlinkinterconnector@planninginspectorate.gov.uk">lionlinkinterconnector@planninginspectorate.gov.uk</a> by 4th April.</p> <p><b>x) Otley Neighbourhood Plan</b> This was distributed to councillors on 8th March. The PC noted the benefits of a Neighbourhood Plan but feedback was that it was a lot of work.</p> <p><b>xi) <a href="#">Nationally Significant Infrastructure Projects</a></b> Clerk said that the link <a href="#">Projects in Suffolk/East Suffolk Council</a> provided useful information for : Nuclear Power Station - Sizewell C; Offshore wind farms; Offshore electricity interconnectors; Electricity transmission; Solar energy; National Infrastructure Planning.</p> <p><b>xii) Transport East - <a href="#">Travel Behaviour Survey</a></b> The survey is open until 17th April and hopes to understand the types of journeys people and businesses are making in the East and will help us develop our knowledge and evidence, which allows us to support partners make better decisions in planning transport investment.</p>	
<p><b>CPC 034/24 Matters to be brought to the attention of the Council for the next meeting:</b> None.</p>	
<p><b>CPC 035/24 Dates of future meetings agreed</b></p> <ul style="list-style-type: none"> <li>The PC confirmed, with the exception of the Annual Parish and Annual Parish Council meetings which were provisionally set for <b>Tuesday 28<sup>th</sup> May 2024</b>, the PC Meeting dates for FY 24/25 dates will be: Wednesdays 17<sup>th</sup> July 2024, 18<sup>th</sup> September 2024, 20<sup>th</sup> November 2024, 15th January 2025, &amp; 19th March 2025. All 7.30pm in the Village Hall.</li> </ul>	<p><b>Clerk to book Village Hall</b></p>
<p><i>Meeting closed at 9.25pm</i></p>	
<p>Chairman: .....</p> <p>Date: .....</p>	